

CERS Regulator User Group Meeting

2/08/2011: Notes/Action Items

Action items:

- Review documents on Regulator User Group website posted for Feb 22 & March 8 meetings.
- Email comments to [Dan Firth](#) on Revised Submission Options Issue Paper prior to Feb. 22 mtg.
- Review UPCF UST program forms for Feb 22 meeting.
- Attend Feb 22 and March 8 CERS Regulator User Group meetings.

CERS Update

Chris Allen presented an [overview](#) of recent CERS changes introduced in version 1.3.2.

Discuss Draft CERS Submission Status Issue Paper and “Minimally Required” fields (“Tier 1”) in UPCFs

After a general discussion of the contents of the Draft [Submission Status Issue Paper](#), the discussion led by Dan Firth centered upon reviewing Cal/EPA suggestions for “minimally required” fields (aka Tier 1 fields) on the existing Unified Program Consolidated Forms (UPCFs). Based on the group’s direction, Cal/EPA indicated it would implement the CERS2 user interface such that businesses would be **required** to enter valid data in **at least** these minimally required fields. A business may well need to enter data in other fields as well to provide a complete submittal that their UPA would approve, but these minimally required fields would help ensure a base level of completion relevant to all UPAs.

The group then reviewed in detail Cal/EPA’s suggestions for minimally required fields on three of the UPCFs. Votes were taken for each form to establish the initial set of minimally required fields on the Facility Activities UPCF, the Business Owner/Operator UPCF and the Hazardous Materials Inventory UPCF. Dan confirmed that additional minimally required fields could be added at a later date. The results of the discussion in voting are shown below. See the [Unified Program Data Dictionary field list](#) and/or the [UPCFs listing](#) for field number references.

- Business Activities Form:
 - Majority of agencies present voted to accept [original Tier 1 fields recommendations](#) (fields #3, #4, #103, #105) plus add fields 5 and 9.
- Business Owner/Operator Form *[updated based on comments from 2/22/2011 meeting]*:
 - Majority of agencies present voted to make all fields minimally-required *(including the recently adopted billing-related fields added to the [Unified Program Data Dictionary](#); fields #140, 141, 143, 144, 145, 146, 147)* **except** fields #100, #102a, #101, #106, #107, #107a, #127, #128, #129, #130, #131, #132, #133, #134, #135. *Additionally, email fields should not be minimally-required (e.g., #119a Environmental Contact email).*
- Hazardous Materials Inventory Form:

- Majority of agencies present voted to accept [original draft Tier 1 field recommendations](#) (fields #3, #207, #218, #221) plus add fields #214 and #223.

Discussion for March 8, 2011

- A discussion regarding CUPA/PA responsibility for approving owner/operator information started but was deferred to the next regular meeting scheduled for March 8. This meeting will be scheduled for 2 hours, starting at 8:30am.
 - A related issue was mentioned and deferred regarding the CUPA and PA approval process for business access requests in a PA jurisdiction.
- A related discussion regarding business signature and business responsibility for data started but was also deferred to the March 8 meeting.